

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**

**HVAC FILTERS**

**Solicitation No.: DCAM-16-NC-0023**

**Amendment No. 1  
Issued: October 2, 2015**

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This Amendment No. 1 is being issued on October 2, 2015. Except as modified hereby, the Invitation for Bids ("IFB") remains unmodified.

**Item #1: Bid Form**

**Delete in its Entirety:** Attachment A – Bid Form

**Replace With:** Revised Attachment A - Bid Form as shown in **Exhibit 1**.

**By:** Kimberly Gray  
Kimberly Gray  
Manager  
Good & Services  
Contracts and Procurement Division

**Date:** 10/2/15

- End of Amendment No. 1 -

# Exhibit 1

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## Bid Form

**ATTACHMENT A**  
**BID FORM**  
**HVAC Filters**

**BID FORM COMPLETION INSTRUCTIONS TO BIDDER**

**BID FORM:**

All Bids shall be submitted only on the Bid Form Attachment B provided by the Department. All Bid Forms must be received by Department as the location described in Section F.2 of the IFB, no later than the date and time scheduled.

This workbook contains **five (5)** worksheets including this "Instructions" worksheet. Explanations and completion instructions for each "Bid Form Worksheet" is provided below.

**BID SUMMARY WORKSHEET:**

The Bid Summary Worksheet is a locked form that is preformatted by the District to automatically populate the Group Titles, Total Group Bid Amounts and the Bid Grand Total Amounts. The Bidder shall sign and date this form in the space provided and attach the subsequent forms for **Group(s) 1-3**.

**GROUP 1 - 2 WORKSHEETS:**

All prices must include shipping and handling charges. In the event of a price decrease, the Department is guaranteed to receive the lowest price. The District reserves the right to reject all Bids; to reject individual Bids for failure to meet any requirement; to award by item, part or portion of an item, a group of items, or the total; and to waive minor defects. Contractors must agree to partial ship items in case of a delay associated with a total order.

**FORM COMPLETION INSTRUCTIONS:**

The Bidder shall complete this MS Excel form and print the completed worksheets for hard copy submission. **Groups 1-2 Bid** Forms are preformatted with formulas to calculate all extended pricing based on the entered unit price and estimated quantities. **Groups 1-2 "Total"** field are also preformatted to add each line item total to calculate the Group Grand Total. Bidders will complete all pale yellow shaded fields in each worksheet. **Groups 1-2 Bid** Forms should be attached to the back of the signed and dated Bid Summary Form.

**GROUP 3 WORKSHEET:**

The Department is seeking a percent discount from Manufacturer's list price **HVAC Filters**. Bidders shall enter the discount from manufacturer's list price in the pricing table labeled "Manufacturers Catalog". Bidder is to determine the amount of discount from the manufacturer's published list price they are willing to offer the Department. This discount percent value shall be applied to all items and parts purchased from Manufacturers Catalog and under this contract.

**FORM COMPLETION INSTRUCTIONS:**

To complete the "**Manufacturers Catalog**" pricing table the bidder shall enter the percentage of discount value in the pale yellow shaded fields. The "Manufacturers Catalog" Bid Form Worksheet is preformatted with automatic calculations (i.e. Discount Percent Dollar Value and Total Offered Discount). The **Total Group 3 Bid Dollars** are calculated as follows:

The "Estimated Usage" value is multiplied by the "Percent of Discount" offered, to obtain the "Dollar Value" of the Percent Discount. The "Percent of Discount Dollar Value" is then subtracted from the "Estimated Usage" value to calculate the "Total Bid Value".

**ATTACHMENT A  
BID FORM  
HVAC Filters**

**FINAL BID SUMMARY**

<b>GROUP</b>	<b>GROUP NAME</b>	<b>TOTAL GROUP BID</b>
<b>GROUP 1 BASE &amp; OPTION YEAR TOTAL</b>	<b>HVAC Filters</b>	<b>\$ -</b>
<b>GROUP 2 BASE &amp; OPTION YEAR TOTAL</b>	<b>HVAC Custom Filters</b>	<b>\$ -</b>
<b>GROUP 3 TOTAL</b>	<b>COMMONLY USED NATIONAL MANUFACTURERS CATALOGS</b>	<b>\$ -</b>
<b>OVERALL BID GRAND TOTAL</b>		<b>\$ -</b>

**ATTACHMENT A  
BID FORM  
HVAC Filters  
BASE YEAR**

**GROUP 1 HVAC Filters**

Contract Line Item Number (CLIN)	PRODUCT DESCRIPTION	ESTIMATED QUANTITIES	UNIT PRICE	EXTENDED PRICE
<b>EXAMPLE</b>	<b>HVAC Filters: 1 inch x 1 inch x 1 inch</b>	<b>1</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>
<b>001</b>	Pleated Filters: 10.75x22x1	1		\$ -
<b>002</b>	Pleated Filters: 10.75x27.25x1	1		\$ -
<b>003</b>	Pleated Filters: 10.75x41.5x1	1		\$ -
<b>004</b>	Pleated Filters: 10x25x1	1		\$ -
<b>005</b>	Pleated Filters: 10x26x1	1		\$ -
<b>006</b>	Media Roll Filter: 36x90x1	1		\$ -
<b>007</b>	Polypad Washable Filter: 15x24	1		\$ -
<b>GROUP 1 TOTAL</b>				<b>\$ -</b>

**ATTACHMENT A  
BID FORM  
HVAC Filters  
Option Year 1**

**GROUP 1 HVAC Filters**

Contract Line Item Number (CLIN)	PRODUCT DESCRIPTION	ESTIMATED QUANTITIES	UNIT PRICE	EXTENDED PRICE
<b>EXAMPLE</b>	<b>HVAC Filters: 1 inch x 1 inch x 1 inch</b>	<b>1</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>
<b>001</b>	Pleated Filters: 10.75x22x1	1		\$ -
<b>002</b>	Pleated Filters: 10.75x27.25x1	1		\$ -
<b>003</b>	Pleated Filters: 10.75x41.5x1	1		\$ -
<b>004</b>	Pleated Filters: 10x25x1	1		\$ -
<b>005</b>	Pleated Filters: 10x26x1	1		\$ -
<b>006</b>	Media Roll Filter: 36x90x1	1		\$ -
<b>007</b>	Polypad Washable Filter: 15x24	1		\$ -
<b>GROUP 1 TOTAL</b>				<b>\$ -</b>

**ATTACHMENT A  
BID FORM  
HVAC Filters  
BASE YEAR**

**GROUP 2 HVAC Custom Filters**

Contract Line Item Number (CLIN)	DESCRIPTION	ESTIMATED QUANTITIES	UNIT PRICE	EXTENDED PRICE
<b>EXAMPLE</b>	<b>HVAC Filters 3M: 1 inch x 1 inch x 1 inch</b>	<b>1</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>
<b>008</b>	Whirlpool Hepa Filter: 1183054K	1		\$ -
<b>009</b>	Whirlpool Carbon Pre-Filters: 8171434K	1		\$ -
<b>010</b>	Daikin Filter: FXZQ18MVJU9 – Serial Number – E001343	1		\$ -
<b>011</b>	Daikin Filter: FXFQ36PVJU – Serial Number – C003945	1		\$ -
<b>012</b>	Daikin Filter: FXAQ18PVJU – Serial Number – E001864	1		\$ -
<b>013</b>	Daikin Filter: FXAQ07PVJU – Serial Number – E004484	1		\$ -
<b>014</b>	Daikin Filter: Model Number – BYC125 – W19 / MFG – E117063	1		\$ -
<b>015</b>	Daikin Filter: FXFQ30MVJU / Serial Number – E001672	1		\$ -
<b>016</b>	Daikin Filter: BYFQ60B8W1U / MFG – 2010039	1		\$ -
<b>GROUP 2 TOTAL</b>				<b>\$ -</b>

**ATTACHMENT A  
BID FORM  
HVAC Filters  
Option Year 1**

**GROUP 2 HVAC Custom Filters**

Contract Line Item Number (CLIN)	DESCRIPTION	ESTIMATED QUANTITIES	UNIT PRICE	EXTENDED PRICE
<b>EXAMPLE</b>	<b>HVAC Filters 3M: 1 inch x 1 inch x 1 inch</b>	<b>1</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>
<b>008</b>	Whirlpool Hepa Filter: 1183054K	1		\$ -
<b>009</b>	Whirlpool Carbon Pre-Filters: 8171434K	1		\$ -
<b>010</b>	Daikin Filter: FXZQ18MVJU9 – Serial Number – E001343	1		\$ -
<b>011</b>	Daikin Filter: FXFQ36PVJU – Serial Number – C003945	1		\$ -
<b>012</b>	Daikin Filter: FXAQ18PVJU – Serial Number – E001864	1		\$ -
<b>013</b>	Daikin Filter: FXAQ07PVJU – Serial Number – E004484	1		\$ -
<b>014</b>	Daikin Filter: Model Number – BYC125 – W19 / MFG – E117063	1		\$ -
<b>015</b>	Daikin Filter: FXFQ30MVJU / Serial Number – E001672	1		\$ -
<b>016</b>	Daikin Filter: BYFQ60B8W1U / MFG – 2010039	1		\$ -
<b>GROUP 2 TOTAL</b>				<b>\$ -</b>



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**GROUP 3 COMMONLY USED NATIONAL MANUFACTURERS CATALOGS**

CONTRACT LINE ITEM NO.	MANUFACTURER'S CATALOG OR PRICE LIST (NAME)	ESTIMATED USAGE	% OF MANUFACTURER'S LIST PRICE DISCOUNT	PERCENTAGE DISCOUNT DOLLAR VALUE	TOTAL BID (ESTIMATED USAGE (1) %DISCOUNT DOLLAR VALUE)
<b>EXAMPLE</b>	<b>3M</b>	<b>\$ 50,000.00</b>	<b>20%</b>	<b>\$ 10,000.00</b>	<b>\$ 40,000.00</b>
<b>017</b>	Comitale National, Inc.	\$ 150,000.00		\$ -	
<b>018</b>	3M	\$ 150,000.00		\$ -	
<b>019</b>	Troy Filters	\$ 150,000.00		\$ -	
<b>020</b>	Columbus Industries, Inc.	\$ 150,000.00		\$ -	
<b>021</b>	Cosmos Air Purification	\$ 150,000.00		\$ -	
<b>022</b>	Grainger Industrial Supply	\$ 150,000.00		\$ -	
<b>GROUP 3 TOTAL</b>					<b>\$ -</b>